

GLOSSARY OF COMPETITIVE SOURCING TERMS

TERM	DEFINITION
Activity	A specific task or grouping of tasks that provides a specialized capability, service or product based on a recurring Government requirement. Depending on the grouping of tasks, an activity may be an entire function or may be a part of a function. An activity may be inherently governmental or commercial in nature.
Adjusted Baseline Cost	The cost of the organization that was competed. This cost is developed after preliminary planning and does not include any FTE who were removed from the competition due to inherently governmental functions or functions that will not be competed. These cost always include salaries, other pay (bonuses and awards and the associated FICA cost), and the cost of supervision and organizational oversight. Some competitions may also include the cost of facilities, equipment, and supplies. The adjusted baseline cost is prepared using COMPARE©
Adversely Affected Employees	Federal civilian employees serving competitive or excepted service appointments in Tenure Groups I, II, or III, who are identified for release from their competitive level by an agency, in accordance with 5 C.F.R. Part 351 and 5 U.S.C. Chapter 35, as a direct result of a performance decision resulting from a streamlined or standard competition.
Agency Cost Estimate	The part of the agency tender in a standard competition that includes the agency's cost proposal and represents the full cost of agency performance of the commercial activity, based on the requirements in the solicitation and the costing policy in Attachment C of OMB Circular No. A-76. The agency cost estimate for a streamlined competition is developed in accordance with Attachments B and C. For competitions completed prior to the revised OMB Circular A-76, the agency cost estimate is referred to as the In House Cost Estimate (IHCE).
Agency Performance	Performance of a commercial or inherently governmental activity with government personnel. Often referred to as "in-house performance."
Agency Source	A SP staffed by Government personnel.
Agency Tender	The agency management plan submitted in response to a solicitation for a competition. The agency tender includes an MEO, agency cost estimate, MEO quality control plan, MEO phase-in plan, and copies of any MEO subcontracts (with the private sector providers' proprietary information redacted). The agency tender is prepared in accordance with Sections B, L, and M of the RFP and the solicitation requirements in Section C of OMB Circular No. A-76.
Agency Tender Official (ATO)	An inherently governmental agency official with decision-making authority who is responsible for the agency tender and represents the agency tender during source selection. The ATO is the only person who can change or approve the government offer (the Agency Tender).
Appointment Letter	A letter drafted by the Competitive Sourcing Official appointing competition officials for Standard Competitions.
Baseline Cost Estimate	The current actual cost of an organization using OMB Circular No. A-76 methodology in COMPARE.

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Commercial Activity	A recurring service that the private sector could perform. This recurring service is an agency requirement that is funded and controlled through a contract, fee-for-service agreement, or performance by Government personnel. Commercial activities may be found within, or throughout, organizations that perform inherently governmental activities or classified work.
Common Costs	Specific costs identified in the solicitation that will be incurred by the Government regardless of the provider (private sector, public reimbursable, or agency). Common costs are sometimes referred to as wash costs. Examples of common costs include Government-furnished property, security clearances, and joint inventories.
COMPARE	The windows-based A-76 costing software that incorporates the costing procedures of the Circular. Agencies must use COMPARE to calculate and document the costs on the SLCF for a streamlined competition or the SCF for a standard competition. The software is available through the SHARE A-76! website at <u>http://sharea76.fedworx.org/sharea76/Home.aspx</u>.
Competition	A formal evaluation of sources to provide a commercial activity that uses pre-established rules (e.g. the FAR, the Circular). Competitions between private sector sources are performed in accordance with the FAR. Competitions between agency, private sector, and public reimbursable sources are performed in accordance with the FAR and the A-76 circular. The term "competition," as used in the Circular includes streamlined and standard competitions performed in accordance with the Circular, and FAR-based competitions for agency-performed activities, contracted services, new requirements, expansions of existing work, and activities performed under fee-for-service agreement. The term also includes cost comparisons, streamlined cost comparisons, and direct conversions performed in accordance with appropriations.
Competition File	The documents used in a standard competition in addition to the Government contract files required by FAR Subpart 4.8. Agencies maintain this file regardless of the source selected to perform the activity.
Competition Officials	The agency officials appointed before a standard competition is announced. These individuals perform key roles and have essential responsibilities for the successful completion of the standard competition. Competition officials are the agency tender official, CO, source selection authority, human resource advisor, and PWS team leader.
Competitive Sourcing Official (CSO)	An inherently governmental agency official responsible for the implementation of the A-76 circular within the agency.
Component	An organizational grouping within an agency, such as a bureau, center, military service, or field activity.

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Contracting Officer (CO)	An inherently governmental agency official who participates on the PWS team, and is responsible for the issuance of the solicitation and the source selection evaluation methodology. The CO awards the contract and issues the MEO letter of obligation or fee-for-service agreement resulting from a streamlined or standard competition. The CO and the Source Selection Authority may be the same individual.
Continuing Government Activity (CGA)	An organization that performs inherently governmental work not defined in the PWS.
Contracting Officer Technical Representative (COTR)	An official who monitors the cost and schedule of any contracting vehicle (including task orders, purchase orders, or contracts) and provides the CO with technical information.
Employee Transition Plan	A written plan developed by the Human Resources Advisor for the potential transition of the agency's employees to an MEO, or to private sector or public reimbursable performance. This plan is developed early in the streamlined or standard competition process, based on the incumbent Government organization, to identify projected employee impacts and the time needed to accommodate such impacts, depending on the potential outcomes of the competition. The employee transition plan differs from a phase-in plan, which is developed by prospective providers responding to a solicitation.
End Date	The end date for a streamlined or standard competition is the date that all SCF, or SLCF, certifications are completed, signifying an agency's performance decision.
FAIR Act Inventory	A listing of all Government functions separated by inherently governmental activities or commercial activities performed by Federal employees.
FedBizOpps.gov	The Website where the Government electronically advertises solicitations or requirements.
Federal Acquisition Regulations (FAR)	The policies and procedures that govern the acquisition of goods and services by most agencies. (See C.F.R. Part 45.)
Fee-for-Service Agreement	A formal agreement between agencies, in which one agency provides a service (a commercial activity) for a fee paid by another agency. The agency providing the service is referred to in the A-76 circular as a public reimbursable source.
Full-Time Equivalent (FTE)	The staffing of Federal civilian employee positions for costing purposes, expressed in terms of annual productive work hours (1,776) rather than annual available hours that includes non-productive hours (2,087 hours). FTEs may reflect positions that are not necessarily staffed at the time of public announcement and staffing of FTE positions may fluctuate during a streamlined or standard competition. The staffing and threshold FTE requirements stated in the A-76 circular reflect the workload performed by these FTE positions, not the workload performed by actual government personnel. FTEs do not include military personnel, uniformed services, or contract support.

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Government Furnished Property (GFP)	Facilities, equipment, material, supplies, or other services provided by the Government for use by all prospective providers in the solicitation. Costs for GFP included in a solicitation are considered common costs. Replacement costs, insurance, maintenance and repair costs for GFP may or may not be government-furnished, depending on the provisions in the solicitation.
Government Personnel	Civilian employees, foreign national employees, temporary employees, term employees, non-appropriated fund employees, and uniformed services personnel employed by an agency to perform activities.
Human Resource Advisor (HRA)	An inherently governmental agency official who is a human resource expert and is responsible for performing human resource-related actions to assist the ATO in developing the agency tender.
Incumbent SP	The source (i.e., agency, private sector, or public reimbursable source) providing the service when a public announcement is made of the streamlined or standard competition.
Independent validation	Independent validation refers to a validation conducted by an organization or organizations separate from the one responsible for performance of the work.
Inherently Governmental Activities	An activity that is so intimately related to the public interest as to mandate performance by Government personnel as provided by Attachment A of the A-76 circular.
LOO Administrator	Fulfills the same role as a COTR when the award is to the Government MEO. The term COTR and LOO Administrator can be used interchangeably.
MEO Letter of Obligation (LOO)	A formal agreement that an agency implements when a standard or streamlined competition results in agency performance (e.g., MEO).
MEO Subcontracts	Contracts between an agency and the private sector that are included in the agency tender or fee-for service agreements with a public reimbursable source that are included in the agency tender. In addition to the cost of MEO subcontracts, agency or public reimbursable cost estimates must include support costs associated with MEO subcontracts such as Government-furnished property, and contract administration, inspection, and surveillance.
MEO Team	A group of individuals, comprised of technical and functional experts, formed to assist the ATO in developing the agency tender.
Most Efficient Organization (MEO)	The staffing plan of the agency tender, developed to represent the agency's most efficient and cost-effective organization. An MEO is required for all standard competitions and may include a mix of Government personnel and MEO subcontracts. Additionally, DOI requires that MEOs be developed for all streamlined competitions.
Offer	A private sector source's formal response to a request for proposals or invitation for bid. The term "offeror" refers to the specific source rather than the response.

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Performance Decision	The outcome of a streamlined or standard competition based on SLCF or SCF certifications.
Performance Requirements Summary (PRS)	A PRS is a synopsis of the scope of work and output performance measurements as described in the Performance Work Statement (PWS). The output and requirements in the PRS is the basis of the Quality Assurance Surveillance Plan.
Performance Standards	Verifiable, measurable levels of service in terms of quantity, quality, timeliness, location, and work units. Performance standards are used in a performance-based PWS to (1) assess (i.e., inspect and accept) the work during a period of performance; (2) provide a common output-related basis for preparing private sector offers and public tenders; and (3) compare the offers and tenders to the PWS. The requiring activity's acceptable levels of service are normally stated in the PWS. The solicitation includes performance standards.
Performance Work Statement (PWS)	A statement in the solicitation that identifies the technical, functional, and performance characteristics of the agency's requirements. The PWS is performance-based and describes the agency's needs (the "what"), not specific methods for meeting those needs (the "how"). The PWS identifies essential outcomes to be achieved, specifies the agency's required performance standards, and specifies the location, units, quality and timeliness of the work. The PWS is sometimes referred to as the requirements document.
Phase-in Plan	A prospective provider's plan to replace the incumbent provider(s) that is submitted in response to the solicitation. The phase-in plan is implemented in the first performance period and includes details on minimizing disruption, adverse personnel impacts, and start-up requirements. The phase-in plan is different from the employee transition plan developed by the HRA.
Program Office	The office that is impacted by an A-76 competition or has some responsibility for the tracking, reporting, implementing, or monitoring of the outcome of an A-76 competition.
Prospective Providers	Private sector, public reimbursable, and agency sources that may submit responses (offers or tenders) in response to an agency's solicitation.
Provider	An agency, private sector, or public reimbursable source that is performing, or will perform, a commercial activity sometimes referred to as a SP.
Public Announcement	An agency's formal declaration that the agency has made a (1) decision to perform a streamlined or standard competition, or (2) performance decision in a streamlined or standard competition. The CO makes these announcements via <i>FedBizOpps.gov</i> .
Public Reimbursable Source	A SP from a Federal agency that could perform a commercial activity for another Federal agency on a fee-for-service or reimbursable basis by using either civilian employees or Federal contracts with the private sector.

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Public Reimbursable Tender	A Federal agency's formal response to another Federal agency's solicitation for offers or tenders. The public reimbursable tender is developed in accordance with the A-76 circular and includes a cost estimate, prepared in accordance with Attachment C.
PWS Team	A group of individuals, comprised of technical and functional experts, formed to develop the PWS and quality assurance surveillance plan, and to assist the CO in developing the solicitation.
Quality Assurance Evaluator (QAE)	A Federal employee who evaluates the performance of a SP. The basis of the quality assurance evaluation is the PRS as documented in the QASP.
Quality Assurance Surveillance	The Government's monitoring of a SP's performance in accordance with the quality assurance surveillance plan and the performance requirements identified in the solicitation.
Quality Assurance Surveillance Plan (QASP)	The Government's inspection plan. The quality assurance surveillance plan documents methods used to measure performance of the SP against the requirements in the PWS. The agency relies on the SP to monitor daily performance using their own quality control plan, but retains the right to inspect all services. When the agency makes a performance decision, the agency re-evaluates and modifies the existing quality assurance surveillance plan, based upon the selected provider and the selected provider's accepted quality control plan.
Quality Control Plan	A self-inspection plan that is included in all offers and tenders. The quality control plan describes the internal staffing and procedures that the prospective provider will use to meet the quality, quantity, timeliness, responsiveness, customer satisfaction, and other service delivery requirements in the PWS.
Representatives of Directly Affected Employees	In the case of directly affected employees represented by a labor organization accorded exclusive recognition under 5 U.S.C. § 7111, a representative is an individual designated by that labor organization to represent its interests. In the case of directly affected employees not represented by a labor organization under 5 U.S.C. § 7111, a representative is an individual appointed by directly affected employees as their representative.
Resources	Funding allocated for contracts, manpower, facilities, material, or equipment to perform agency requirements.
Review	The agency's responsibility to evaluate results achieved through the implementation of a standard competition or a streamlined competition, except where the service provider is the "as-is" organization

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SHARE A-76!	The Department of Defense A-76 knowledge management system used to share knowledge, information, and experience about public-private competitions. This public site contains A-76-related guidance, sample documents, best practices, tools, and links to other A-76 websites and sources for A-76-related information. Users may post best practices used in public-private competitions, research A-76 through the use of search engines, and submit internet links to add to the available links in SHARE A-76! The Web site address is http://sharea76.fedworx.org/sharea76/Home.aspx.
Solicitation Closing Date	The due date for delivery of private sector offers, public reimbursable tenders, and the agency tender, as stated in the solicitation.
Source	One of three specific categories of SPs (i.e., agency, private sector, or public reimbursable) that can perform a commercial activity for an agency.*
Source Selection Authority (SSA)	A competition official with decision-making authority who is responsible for source selection as required by the FAR and the A-76 circular. The SSA and CO may be the same individual.*
Source Selection Evaluation Board (SSEB)	The team or board appointed by the SSA to assist in a negotiated acquisition.*
Standard Competition	<ul style="list-style-type: none"> • Required if more than 65 FTE (no lower limit)
	<ul style="list-style-type: none"> • Completed in one year after public announcement date
	<ul style="list-style-type: none"> • May request up to six month extension prior to the public announcement
	<ul style="list-style-type: none"> • Requires a Performance Work Statement (PWS)
	<ul style="list-style-type: none"> • Agency Tender is the government's bid which includes the Most Efficient Organization (MEO)
	<ul style="list-style-type: none"> • All offers are evaluated from a technical and cost perspective in the source selection process.
	<ul style="list-style-type: none"> • CO announces decision locally and in FedBizOpps.gov
Standard Competition Form (SCF).	<ul style="list-style-type: none"> • Results can be contested by a directly interested party
Standard Competition Form (SCF).	The agency form that documents and certifies all costs calculated in the standard competition.
Start Date	The start date for a streamlined or standard competition is the date that the agency makes a formal public announcement in FedBizOpps of the agency's decision to perform a streamlined or standard competition.
Streamlined Competition	<ul style="list-style-type: none"> • Limited to 65 or fewer FTE
	<ul style="list-style-type: none"> • Completed in 90 days after public announcement
	<ul style="list-style-type: none"> • May request an additional 45 days prior to public announcement
	<ul style="list-style-type: none"> • Requires a Statement of Work
	<ul style="list-style-type: none"> • Agency Tender is the government's bid which includes a Most Efficient Organization (MEO) as required by the Department
	<ul style="list-style-type: none"> • Estimated contract price (market research) is compared to the Agency Tender

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	<ul style="list-style-type: none"> • CO announces decision locally and in FedBizOpps.gov • Results can NOT be contested by any party
Streamlined Competition Form (SLCF)	The agency form that documents and certifies all costs calculated in the streamlined competition, in accordance with Attachment C of the A-76 Circular.
Tracking competition results	Refers to an agency's responsibility to document costs, savings, and the quality performance of a service provider selected from a public-private competition through the life of (1) the letter of obligation, in the case of an agency award, (2) the contract, in the case of a private sector award, of (3) the fee-for-service agreement in the case of a public reimbursable award
Validation	Validation refers to the process of confirming whether projected savings and performance improvements from competition are actually being realized.

COMPETITIVE SOURCING ACRONYMS

Acronym	Term
AT	Agency Tender
ATO	Agency Tender Official
CA	Commercial Activity
CGA	Continuing Government Activity
CO	Contracting Officer
COR	Contracting Officer's Representative
COTR	Contracting Officer's Technical Representative
CSO	Competitive Sourcing Official
FAR	Federal Acquisition Regulations
FFS	Fee for Service
FTE	Full Time Equivalent
GFP	Government Furnished Property
HRA	Human Resource Advisor
IG	Inherently Governmental
IHCE	In-House Cost Estimate
LOO	MEO Letter of Obligation
MEO	Most Efficient Organization
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QAE	Quality Assurance Evaluator
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Plan
SCF	Standard Competition Form
SLCF	Streamlined Competition Form
SSA	Source Selection Authority
SSEB	Source Selection Evaluation Board